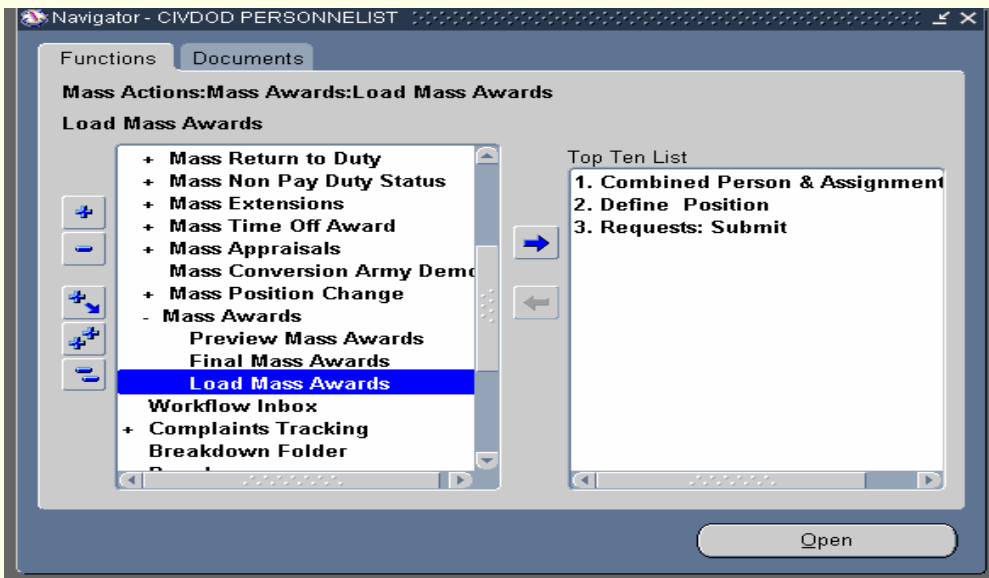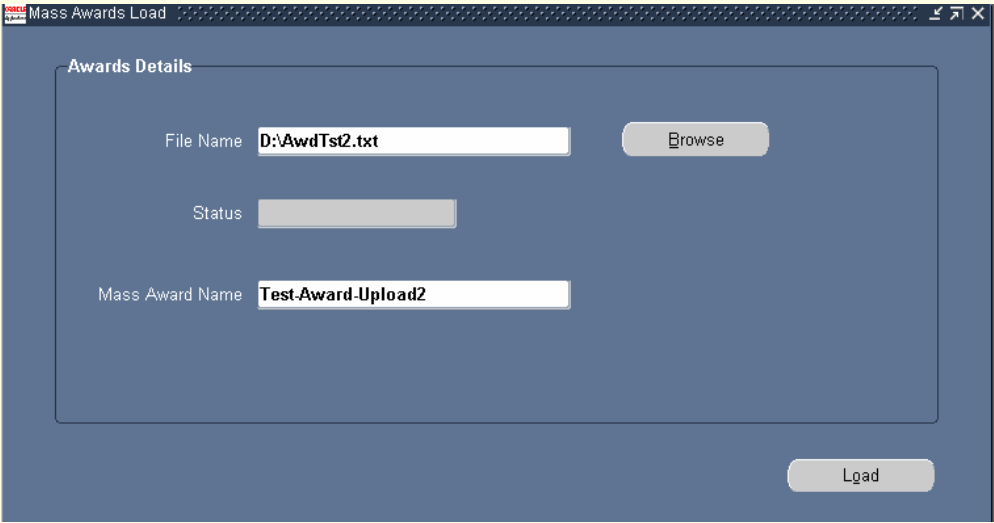# MASS AWARD UPLOAD/UPDATE PROCESSES

This section outlines the steps to be taken to update award information using the 'Load Mass Awards' process in conjunction with the Preview Mass Awards and/or Final Mass Awards processes.

Note: All records on an individual ASCII file must have the same Nature of Action, Effective Date, Award Agency and Award Type. For Performance Awards, the file may contain a mixture of awards based on a percentage and awards based on a flat dollar amount.

STEP	ACTION
1	Copy the file containing the award transactions to your hard drive noting the subdirectory you are placing it in. The award file must be in the exact format as specified in **Figure 1** of this document. **Note**: Ensure there are no blank lines at the bottom of the file before loading the file.
2	Log into DCPDS as CIVDOD PERSONNELIST or US Federal HR Manager.
3 **Load Mass Awards**	From the Navigation List – Click on **Mass Actions → Mass Awards → Load Mass Awards → <Open>**

4	The **Mass Awards Load** Window displays:
5	• Click in the **File Name** data field and type in the complete path to your award file on your hard drive (e.g., D:\AwdTst2.txt) or Click on the **<Browse>** button to locate and load the **File Name**. The name of the file and any subdirectories must be in the standard DOS format; therefore, ensure that they do not exceed 8 characters. You must also include the file extension in your path. **Note:** It is best to put the file in either the root directory or the Temp directory. If the path to the file is too long it may not be found.
6	The **Status** data field is system-generated to show the progress of your award file load; i.e., Unprocessed, Submitted, etc. No action is required.
7	• Click in the **Mass Award Name** data field and type in an appropriate name. Make a note of the name you type in - you will use it later in the process.
8	• Click the **Save** icon on the Toolbar to save the record.
9	• Click on the **<Load>** button in the lower right corner of the screen.

10	A pop-up message will display providing you with the Request ID number and the number of records that processed. • Click **\<OK\>**.
11 ✍	To check the status of the load process: • From the Main Menu Bar - Click on **View → Requests**. • The Find Requests Window displays – Click **\<Find\>**. • The Requests Window displays – You can Click the **\<Refresh Data\>** button to re-query checking for the "Phase" to reflect "Completed". **Notes:** The Mass Awards(CIVMAW) entries are reports generated to assist you in quality checking the process. Depending on how many organizations you have in your file this may take a little time. When your original job ID says "Completed", all requests are completed.
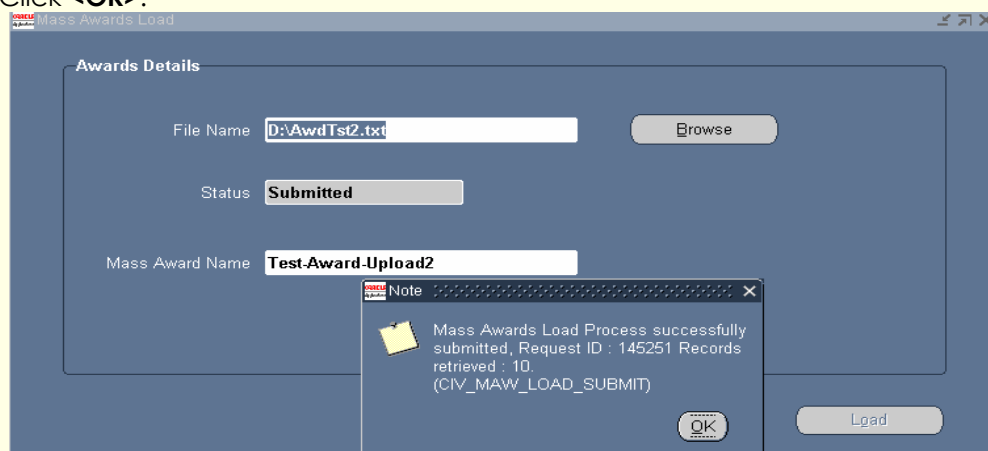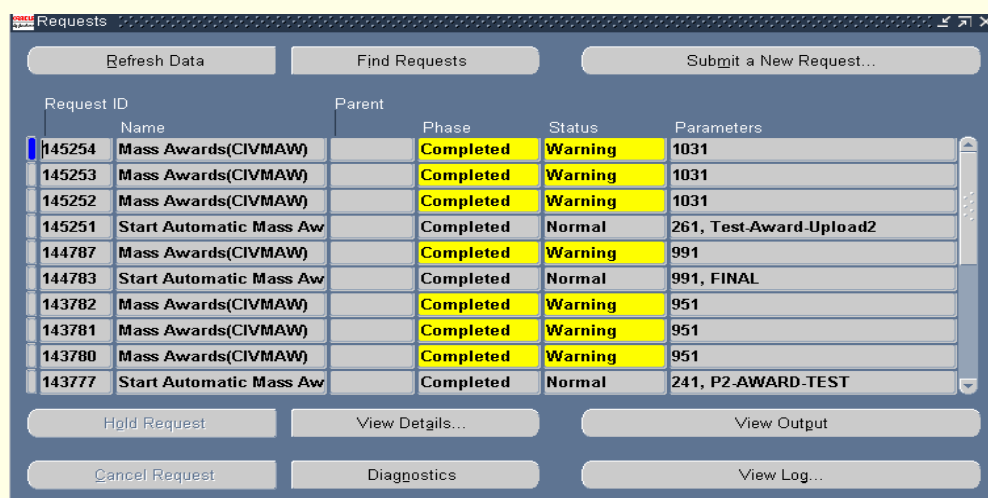
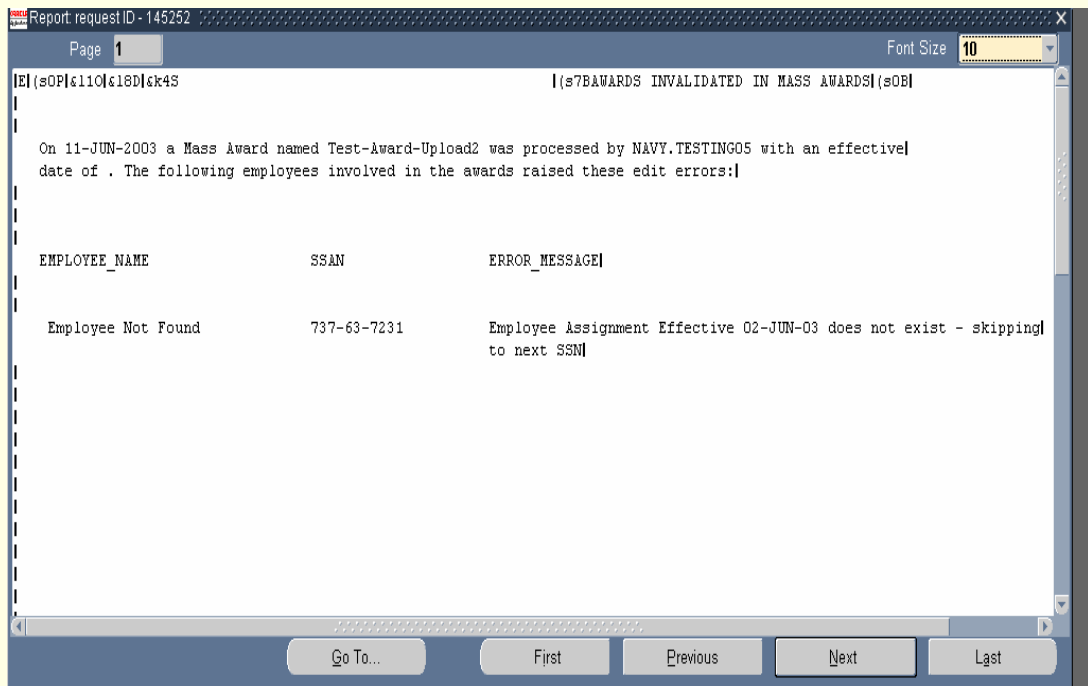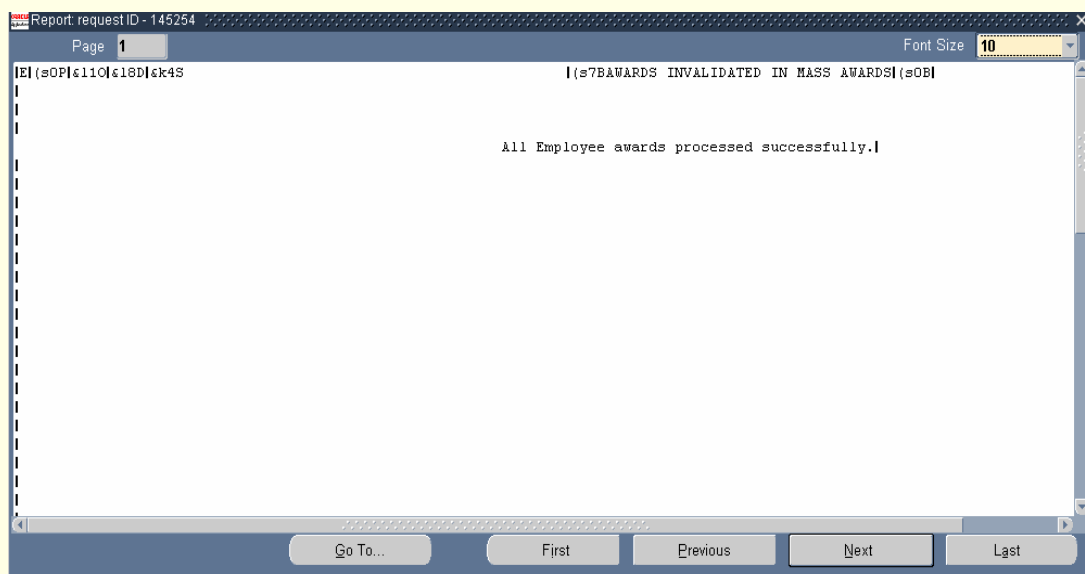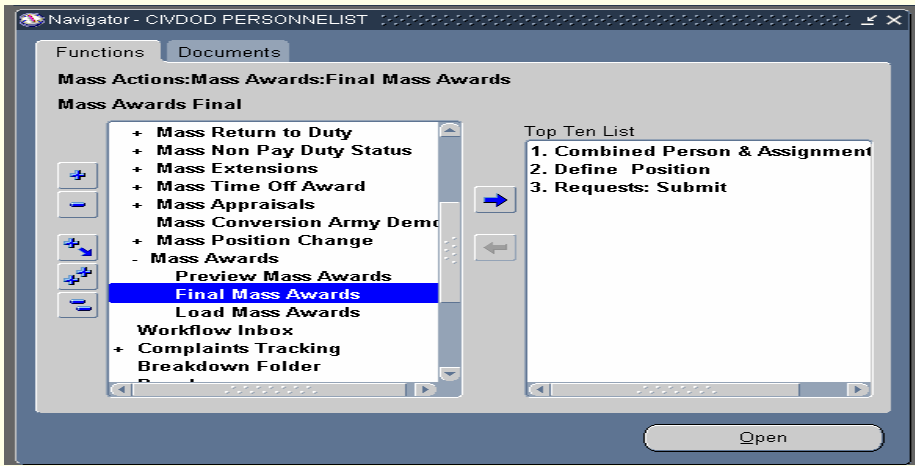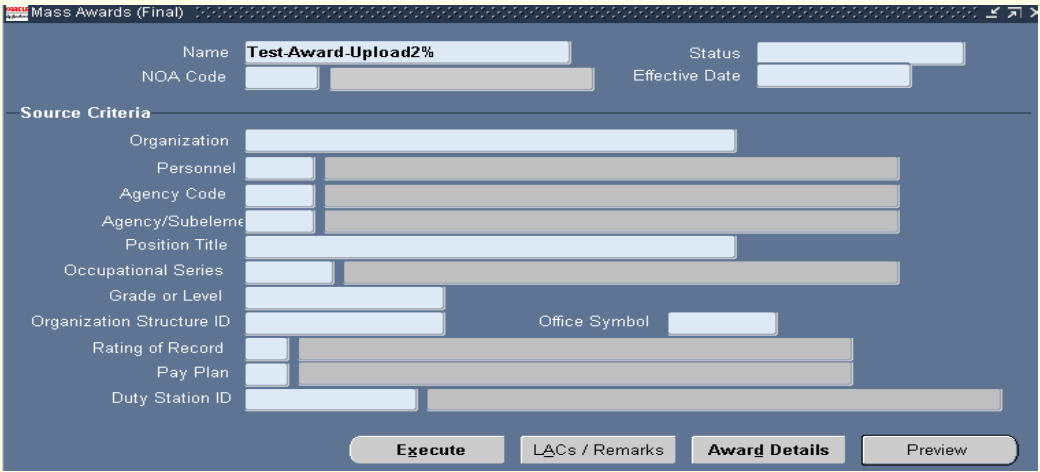|	
12	• Click on the **<View Output>** button to review the reports generated. **Note:** The first report generated will list all records that failed to load with an explanation of why they failed (i.e., the employee did not have an assignment as of the effective date of the award). You will also receive a report for each Organization that is represented in your ASCII file indicating successful loading of the records.

Sample Report with an error message

Report: request ID - 145252

Page 1   Font Size 10

|E|(s0P|&11O|&18D|&k4S |(s7BAWARDS INVALIDATED IN MASS AWARDS|(s0B|

On 11-JUN-2003 a Mass Award named Test-Award-Upload2 was processed by NAVY.TESTING05 with an effective|
date of . The following employees involved in the awards raised these edit errors:|

EMPLOYEE_NAME   SSAN   ERROR_MESSAGE|

 Employee Not Found   737-63-7231   Employee Assignment Effective 02-JUN-03 does not exist - skipping|
                                               to next SSN|

[Go To...] [First] [Previous] [Next] [Last]

Sample record indicating a successful load

Report: request ID - 145254

Page 1   Font Size 10

|E|(s0P|&11O|&18D|&k4S |(s7BAWARDS INVALIDATED IN MASS AWARDS|(s0B|

                          All Employee awards processed successfully.|

[Go To...] [First] [Previous] [Next] [Last]

Job Aid #19-3 – Mass Award Upload/Update Processes

Step	Action
13 **Final Mass Awards** ✒	From the Navigation List – Click on **Mass Actions** → **Mass Awards** → **Final Mass Awards** → **<Open>** **Note:** Ensure that the "Phase" reflects "Completed" for your "Mass Award Load Process" entry before proceeding with these steps. ![Navigator window screenshot] **Navigator - CIVDOD PERSONNELIST** Functions / Documents Mass Actions:Mass Awards:Final Mass Awards Mass Awards Final + **Mass Return to Duty** + **Mass Non Pay Duty Status** + **Mass Extensions** + **Mass Time Off Award** + **Mass Appraisals** **Mass Conversion Army Demo** + **Mass Position Change** - **Mass Awards** **Preview Mass Awards** **Final Mass Awards** **Load Mass Awards** **Workflow Inbox** + **Complaints Tracking** **Breakdown Folder** Top Ten List 1. Combined Person & Assignment 2. Define Position 3. Requests: Submit Open
14	The Mass Awards (Final) Window will display. • Press **F11** and with your cursor in the **Name** data field, type in the name of the load you provided in step 7 above followed by the wildcard character (%) and press **Ctrl F11** to execute the query. ![Mass Awards (Final) window screenshot] **Mass Awards (Final)** Name: Test-Award-Upload2% Status: NOA Code: Effective Date: **Source Criteria** Organization: Personnel: Agency Code: Agency/Subelement: Position Title: Occupational Series: Grade or Level: Organization Structure ID: Office Symbol: Rating of Record: Pay Plan: Duty Station ID: Execute LACs / Remarks Award Details Preview **Note:** If your upload file contains employees from different organizations, the system will append a number after the name you provided in step 7 above for each of the various organizations (i.e., "Test-Award-Upload2(Org 1)", "Test-Award-Upload2 (Org 2)", etc.). By adding the % sign after the name, you are assured of finding all organizations that require award processing as a result of your upload. The following step will need to be followed for each organization.

15 ⚠️	**CAUTION**: Do **not** make any changes to the form shown below. Doing so would impact your selection criteria.

16	• Click the **<LACs/Remarks>** button *only if required to enter a LAC or remark*. • The **Legal Authority Codes and Remarks** Window is displayed. Any remarks saved on this window will apply globally to all records selected. • Used for actions effective before October 1, 2000. • Once your changes are complete, click Save on the Toolbar and exit the window.

17 ⚠️	**CAUTION**: Do **not** make changes to the Awards Details screen. Doing so will override the data retrieved from your ASCII file.

Mass Awards (Award Details)

Award Amount	0
UOM	M Money
Award Percentage	
Award Agency Code	NV Department of the Navy
Group Award Id	
Award Type	06 Special Act or Service Award
Date Award Earned	02-JUN-2003
Tangible Benefit Dollars	

Cancel   OK

---

18 🖋️

- Click the **<Preview>** button to review the records.

Note: To quickly identify all records selected for update, Press **F11** to place you in query mode, click the ☑ under the Awards column to deselect it and then re-click it to select it again. Press **Ctrl F11** to execute the query. Your list will only have employees who were included in the load process.

Mass Award (Preview)

Name	Test Award Upload2		Effective Date	01-MAY-2003
NOA Code	840		Individual Cash Award	

Award	Employee Name	SSN	Agency Code	Agency Description	
☑	Dfrtcq, Gmtjjit L	621-16-7570	NV18	Naval Medical Command (N'	N
☑	Diqqj, Jgcfi D	112-21-0743	NV18	Naval Medical Command (N'	N
☑	Jcrwucr, Lbiqatmgc D	331-53-2471	NV18	Naval Medical Command (N'	N
☑	Scamitq, Ldtqigc S	116-01-2312	NV18	Naval Medical Command (N'	N
☑	Vcwt, Rcrtgh Jujcr N	101-01-0316	NV18	Naval Medical Command (N'	N
☑	Vitmft, Lddc	133-05-0711	NV18	Naval Medical Command (N'	S
☐					
☐					
☐					
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☐					

19	To correct the dollar amount if required, place your cursor in the Target Award Amount data field and substitute the desired dollar amount.
	Note: If your inputting Performance Awards (Award Type = 9L) the system deletes the information in the Award Percentage data field when the dollar amount is input.
	• Once your changes are complete, click Save on the Toolbar and exit the window.

20	• Click the **<Execute>** button to initiate the RPAs.
	• A Message Box displays: *Mass Awards Final Process successfully submitted. Request ID is _____.*
	• Click **<OK>**.
	Note: Once you have "Executed" or "Processed" the mass actions, the Preview button is grayed out on the Mass Awards (Final) Window.

21	To check the status of the process:
	• From the Main Menu Bar - Click on **View** → **Requests**.
	• The Find Requests Window displays – Click **<Find>**.
	• The Requests Window displays – You can Click the **<Refresh Data>** button to re-query checking for the "Phase" to reflect "Completed".
	Notes: The Mass Awards(CIVMAW) entries are reports generated to assist you in quality checking the process.

Requests

Refresh Data	Find Requests	Submit a New Request...

Request ID		Parent			
	Name		Phase	Status	Parameters
145264	Mass Awards(CIVMAW)		Completed	Warning	1032
145262	Start Automatic Mass Aw		Completed	Normal	1032, FINAL

22	• Click on the **<View Output>** button to review the reports generated.
	Notes: The first report generated will list all records that failed to load with an explanation of why they failed (i.e., the employee did not have an assignment as of the effective date of the award). If your ASCII file included an award on an employee who has a pending WGI and whose rating of record indicates unacceptable performance, a warning message is generated so that you can take the appropriate action.
	You will also receive a report for each Organization that is represented in your ASCII file indicating successful loading of the records.

Report: request ID - 145264

Page 1   Font Size 10

|E|(s0P|&11O|&18D|&k4S |(s7BAWARDS INVALIDATED IN MASS AWARDS|(s0B|

On 11-JUN-2003 a Mass Award named Test-Award-Upload2 (Org 1) was processed by NAVY.TESTING05 with an|
effective date of 02-JUN-2003. The following employees involved in the awards raised these edit errors:|

EMPLOYEE_NAME   SSAN   ERROR_MESSAGE|

                                                All Employee awards processed successfully.|

Go To...	First	Previous	Next	Last

23	**Notes:** • Futures must be executed for the NPAs to be created/HR Updated. • Individual award actions that do not successfully pass the business rules will create an RPA for the Award and be routed to a default System Administration "Housekeeping" Groupbox named "GHRWFADMIN". Your Region may have renamed this Groupbox , some common names are "WGI BUDDY" or "WGIPERSONNEL". • The Process Log for Futures must be examined for rejects by the designated personnel in your office.

Figure 1. AWARD ASCII File Record Layout

Maximum Field Length	Value
11	SSN (Format 999-99-9999)
	Comma Delimiter
11	AWARD_EFFECTIVE_DATE (Format: DD-MMM-YYYY)
	Comma Delimiter
3	NOA_CODE
	Comma Delimiter
5	AWARD_AMOUNT
	Comma Delimiter
1	AWARD_UOM (M=Monetary H=Hours)
	Comma Delimiter
5	AWARD_PERCENTAGE
	Comma Delimiter
2	AWARD_AGENCY_CODE
	Comma Delimiter
2	AWARD_TYPE
	Comma Delimiter
11	DATE_AWARD_EARNED (Format: DD-MMM-YYYY)

Notes:
1. Ensure there are no blank lines at the bottom of the file before loading the file.
2. While you can use a mixture of AWARD_AMOUNTs and AWARD_PERCENTAGEs within the ASCII file, you can only use one or the other on a particular row of data (SSN) within the file.
3. Only one Agency Code allowed per file.
4. Only one AWARD_TYPE per NATURE OF ACTION per file.
5. ALL RECORDS WITHIN THE SAME FILE MUST HAVE THE SAME NATURE OF ACTION, EFFECTIVE DATE, AWARD AGENCY AND AWARD TYPE.

Sample Award File Layouts

```
123-45-6789,01-APR-2003,840,500,M,,AF,06,01-APR-2003
012-34-5678,01-APR-2003,840,,M,1.5,AF,9L,01-APR-2003
234-56-7890,01-APR-2003,846,40,H,,NV,80,01-APR-2003
```

Note: *If your file contains the five commas after the Date_Award_Earned per the initial file specifications, they do not have to be removed; the file will load correctly either way; I.E.*

```
123-45-6789,01-APR-2003,840,500,M,,AF,06,01-APR-2003,,,,,
 OR
123-45-6789,01-APR-2003,840,500,M,,AF,06,01-APR-2003
```

Job Aid #19-3 – Mass Award Upload/Update Processes